

WISCONSIN
Holder Report Guide

2010

**State of Wisconsin
Unclaimed Property
Reporting Guide**



**Office of the State Treasurer
Unclaimed Property Unit**

**Dawn Marie Sass
State Treasurer**

Spring 2010

Dear Unclaimed Property Holder:

Last year was another hugely successful year for the Unclaimed Property Unit. The Office of the State Treasurer returned more than \$27 million to almost 27,000 claimants. Our partners in the business community are a significant part of this success and we commend all of you for the importance you place on being in compliance with the unclaimed property laws.

We are happy to welcome a new partner to the Wisconsin Unclaimed Property compliance program. EMT of Cedar Rapids, Iowa, will be our new provider of holder-reporting software, which will be provided at no charge to Wisconsin businesses. The software will be available in June, ensuring access in time for the November 1 reporting deadline.

The EMT software allows for the importing of Excel data spreadsheets, exporting files in .CSV format, and accommodates non-USA address fields. EMT will be inviting all holders to a series of webinars for a preview of the system and additional technical information regarding the software. I encourage you participate in the webinars if possible or visit the EMT website at www.byetm.com.

As always, we look forward to working with you during the 2010 reporting season. Please contact our office if you need any assistance with your reporting responsibilities. Thank you.

Unclaimed Property Unit

Office of the Wisconsin State Treasurer

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WHAT IS UNCLAIMED PROPERTY?

Unclaimed property is a financial or property asset that belongs to an individual, business or governmental entity. Property is considered abandoned when there has been no owner contact for a set period of time, usually 5 years.

Who must file Unclaimed Property Reports

The Wisconsin Unclaimed Property Act protects unclaimed property owed to Wisconsin citizens and businesses until the rightful owners or heirs can be located or file claims for the property. The State Treasurer serves as custodian of the property until it is claimed. Once reported to the State Treasurer, unclaimed property is available forever for refund to the owners or legal claimants.

Wisconsin law requires businesses and other organizations ("Holders") to review their financial records each year to determine whether they hold any funds, securities or tangible property that has been unclaimed for the required dormancy period. Holders are required to file an annual report and deliver the property to the state. Property dormancy periods vary by the type of property (see page 7 for Wisconsin Property Codes and Dormancy Periods).

The following entities are required to report unclaimed property:

- Banking and financial organizations, trust companies, savings and loan associations, credit unions and investment companies.
- Business associations, such as corporations, stock companies, trusts, partnerships, limited liability companies, insurance companies, utilities, or non-profit organizations.
- Any person who is in possession of property belonging to another person or entity.
- Other legal entities including state, county and city governments and agencies, political subdivisions, public corporations or public authorities.

Reports and remittances of unclaimed property are due from Holders on or before November 1 of each year.

Holders may request up to a 2-month extension of the due date by submitting a request in writing to the Unclaimed Property Administrator AT LEAST 30 DAYS PRIOR TO THE NOVEMBER 1 DEADLINE.

Negative Reporting

Wisconsin requires FINANCIAL INSTITUTIONS, UTILITY COMPANIES, and LIFE INSURANCE COMPANIES to file completed and notarized Holder Verification Reports even if no unclaimed property is reported (negative reports).

UPEXCHANGE

HOLDER REPORTING SOFTWARE

New Unclaimed Property Reporting System

UPEXchange by ETM, the only unclaimed property reporting software officially endorsed by NAUPA, is now available – at no charge to you – at the State Treasury website link www.statetreasury.wisconsin.gov. UPEXchange is a software-as-a-service offering and is accessible from anywhere, with any standard Web browser, and with no software to install or maintain.

A playlist is available that includes a series of training videos on the system's capabilities, along with a four-minute overview of its optional modules. The videos will help you understand the ways in which UPEXchange will improve and simplify your unclaimed property reporting processes. In addition, UPEXchange provides a variety of training and support tools for users at all levels.

- An online User Guide within UPEXchange
- Interactive tutorials within UPEXchange
- Pre-recorded training videos within UPEXchange
- A knowledgebase of frequently asked questions (and answers) within UPEXchange
- Live, interactive, training webinars beginning on Wednesday, June 16th at 2:00pm CST.
Please contact product support to register (see below).
- Complete, ongoing product support, available at uphelp@eagletm.com, or 515-280-4987.

Self-Service Technical Support

Support Resources: <http://support.webex.com/support/support-overview.html>

WebEx Knowledge Base: <http://kb.webex.com>

On-Demand Web-Based Training: <http://howdoi.webex.com>

Submit Support Case: <http://support.webex.com/support/manage-ticket.html>

Contact Technical Support

(Available 24 hours a day, 7 days a week for Current Customers Only)

Contact: <https://support.webex.com/support/manage-ticket.html>

Phone: 1-866-229-3239 (U.S. and Canada Toll-Free)

+1-408-435-7088 (International Toll)

PREPARING YOUR UNCLAIMED PROPERTY REPORT

1 **Identify the unclaimed property** to be filed with the State Treasurer. This includes property that has reached a dormancy period of 5 years for savings accounts, checking accounts and uncashed dividend checks, or a 1 year dormancy period for payroll checks and utility refunds. A complete list of Property Types and Dormancy Periods can be found on page 7 for detailed information.

2 **Try to locate the owners** of the unclaimed property you have identified as abandoned. You can do this by sending a letter, via first class mail, to the owner at the owner's last known address during the legal notification period (also known as the Owner Notification Period). For properties that will be reported on November 1, attempt to locate the owners between July 1 and September 1. A sample Owner Notification letter is shown on page 6 and is automatically generated by the UPExchange software.

3 Wisconsin has formal reciprocal agreements with 21 states, identified in the National Dormancy Periods table on page 8. This agreement allows Wisconsin businesses to file a single report to the Wisconsin Unclaimed Property office for accounts due to these other 21 states. Wisconsin will indemnify the Holder and will forward property to the appropriate state.

Wisconsin will accept unclaimed property accounts owed to individuals with last known addresses in all other non-agreement states and US territories with the approval of that State's Unclaimed Property office. Contact information for all US Unclaimed Property offices can be found at www.missingmoney.com or www.NAUPA.org.

4 To prepare an electronic holder reporting file:

- Access the UPExchange software link found at the State Treasury website at www.statetreasury.wisconsin.gov and select Unclaimed Property and Holder Reporting Information.
- Follow instructions to transfer or import your owner data information. Contact UPExchange Customer Support for assistance.
- Print the Holder Summary and Holder Verification pages from this booklet to file with the Unclaimed Property office.

Sample Property Types Important Dates & Deadlines

| Property Type | Dormancy Period | Date of Check or Last Contact | Completes Dormancy Period | Due Diligence Performed | Report & Remit Due |
|----------------------------|-----------------|-------------------------------|---------------------------|-------------------------|--------------------|
| Unclaimed Wages | 1 Year | 7/1/08–6/30/09 | 7/1/09–6/30/10 | 7/1/10–9/1/10 | 11/1/10 |
| Matured Policy Benefits | 5 Years | 7/1/04–6/30/05 | 7/1/09–6/30/10 | 7/1/10–9/1/10 | 11/1/10 |
| Dormant Accounts | 5 Years | 7/1/04–6/30/05 | 7/1/09–6/30/10 | 7/1/10–9/1/10 | 11/1/10 |
| Uncashed Traveler's Checks | 15 Years | 7/1/94–6/30/95 | 7/1/09–6/30/10 | 7/1/10–9/1/10 | 11/1/10 |

FILING YOUR UNCLAIMED PROPERTY REPORT

- Send file as an e-mail attachment to the Holder Reporting mailbox OSTWIHOLDERREPORTS@WI.GOV. Please add your business name in the SUBJECT line.
- You will receive a confirmation e-mail when your report is received.
- Holder Verification page should be completed and notarized and identify either remittance by ACH wire transfer or check.
- For security purposes, Holders are requested to remit funds by ACH wire transfer:
US Bank routing # 075000022
Office of State Treasury Unclaimed Property Acct # 182380378329
- For holders unable to remit via ACH wire, please send a check payable to the:

WISCONSIN STATE TREASURY
PO Box 2114 1 S Pinckney St #360
Madison WI 53701 Madison WI 53703
- Holder reports that do not comply with reporting requirements may be rejected and returned for correction with a 15-day turn-around period to avoid any interest or penalty assessments.

SAMPLE OWNER NOTIFICATION LETTER

Notification or “due diligence” letters must be sent for any property valued at \$50 or more and where the owner’s last known address is not recorded as invalid. Letters must be sent no more than 120 days before your unclaimed property report is filed. The Holder Reporting System software automatically generates a letter that can be customized to meet your needs.

July 1, 2010

John Doe (Owner Name)
100 Main Street
City Name, State 00001

Re: (DESCRIBE UNCLAIMED PROPERTY)
Reference #

We are holding unclaimed property of at least \$50 due to the person identified above. The owner may claim this property by completing and mailing the coupon below or by contacting us at the address and/or phone number listed below:

Holder Name
Holder Contact
Mailing Address
City, State Zip
Phone Number

If you do not contact us before (INSERT LAST DATE BY WHICH THE HOLDER CAN REFUND PROPERTY BEFORE REPORTING TO THE STATE), the law requires us to submit this property to the Office of the Wisconsin State Treasurer. You will have to contact the State Treasurer after February 15, 2011 to claim your property.

**PLEASE COMPLETE AND SIGN THIS FORM TO ACKNOWLEDGE OWNERSHIP OF
THE UNCLAIMED PROPERTY IDENTIFIED ABOVE**

Name _____ Date _____

Street Address _____

City _____ State _____ Zip _____ County _____

ACTION TO BE TAKEN (CHECK ONE)

☐

Reissue Check

Check is/is not enclosed

☐

Update Account

☐

Close Account

☐

Other (explain)

Comments: _____

Wisconsin Property Codes with Dormancy Periods

| PROPERTY CODE | PROPERTY TYPE | DORMANCY PERIOD (YEARS) |
|---------------|-------------------------------|-------------------------|
| AC01 | CHECKING ACCOUNTS/DDA | 5 |
| AC02 | SAVINGS ACCOUNTS | 5 |
| AC03 | MATURED CERTIFICATES OF DEP | 5 |
| AC04 | CHRISTMAS CLUB ACCOUNTS | 5 |
| AC05 | MONEY ON DEP TO SECURE FUND | 5 |
| AC06 | SECURITY DEPOSITS | 5 |
| AC07 | UNIDENTIFIED DEPOSITS | 5 |
| AC08 | SUSPENSE ACCOUNTS | 5 |
| AC09 | WIS DOC ACCT | 1 |
| AC10 | WIS DWD ACCT/CHILD SUPPORT | 1 |
| *AC99 | AGGREGATE ACCOUNT BALANCES | 5 |
| | | |
| CK01 | CASHIER'S CHECKS/GARNISHMTS | 5 |
| CK02 | CERTIFIED CHECKS | 5 |
| CK03 | UNCASHED CHECKS | 5 |
| CK04 | TREASURER'S CHECKS | 5 |
| CK05 | DRAFTS | 5 |
| CK06 | WARRANTS | 5 |
| CK07 | MONEY ORDERS | 7 |
| CK08 | TRAVELER'S CHECKS | 15 |
| CK09 | FOREIGN EXCHANGE CHECKS | 5 |
| CK10 | EXPENSE CHECKS | 5 |
| CK11 | PENSION CHECKS | 5 |
| CK12 | CREDIT CHECKS OR MEMOS | 5 |
| CK13 | VENDOR CHECKS | 5 |
| CK14 | CHKS WRITTEN OFF TO INCOME | 5 |
| CK15 | OUTSTANDING OFFICIAL CHKS | 5 |
| CK16 | CD INTEREST CHECKS | 5 |
| *CK99 | AGGREGATE UNCASHED CHECKS | 5 |
| | | |
| CT01 | ESCROW FUNDS | 5 |
| CT02 | CONDEMNATION AWARDS | 1 |
| CT03 | MISSING HEIRS' FUNDS/ESTATES | 5 |
| CT04 | SUSPENSE ACCOUNTS | 5 |
| CT05 | OTHER COURT DEPOSITS | 1 |
| *CT99 | AGGREGATE COURT DEPOSITS | 1 |
| | | |
| IN01 | INDIV POLICY BENEF/CLM PMTS | 5 |
| IN02 | GROUP POLICY BENEF/CLM PMTS | 5 |
| IN03 | PROCEEDS DUE BENEFICIARIES | 5 |
| IN04 | MAT POLICY, ENDOWMNT, ANNUITY | 5 |
| IN05 | PREM REFND ON INDIVID POLIC | 5 |
| IN06 | UNIDENTIFIED REMITTANCES | 5 |
| IN07 | OTHER AMTS DUE UNDER POLICY | 5 |
| IN08 | AGENT CREDIT BALANCES | 5 |
| IN30 | DEMUTUALIZATION CASH PROCEEDS | 5 |
| IN77 | LIMITING AGE | 2 |
| *IN99 | AGGREGATE INSURANCE PROP | 5 |
| | | |
| MI01 | NET REVENUE INTEREST | 5 |
| MI02 | ROYALTIES | 5 |
| MI03 | OVERRIDING ROYALTIES | 5 |
| MI04 | PRODUCTION PAYMENTS | 5 |
| MI05 | WORKING/ROYALTY INTEREST | 5 |
| MI06 | BONUSES | 5 |
| MI07 | DELAY RENTALS | 5 |
| MI08 | SHUT-IN ROYALTIES | 5 |
| MI09 | MINIMUM ROYALTIES | 5 |
| *MI99 | AGGREGATE MINERAL INTEREST | 5 |

| PROPERTY CODE | PROPERTY TYPE | DORMANCY PERIOD (YEARS) |
|---------------|--------------------------------|-------------------------|
| MS01 | WAGES | 1 |
| MS02 | COMMISSIONS | 1 |
| MS03 | WORKER'S COMP BENEFITS | 5 |
| MS04 | PAYMENT FOR GOODS & SVCS | 5 |
| MS05 | CUSTOMER OVERPAYMENTS | 5 |
| MS06 | UNIDENTIFIED REMITTANCES | 5 |
| MS07 | UNREFUNDED OVERCHARGES | 5 |
| MS08 | ACCOUNTS PAYABLE | 5 |
| MS09 | CREDIT BALS & ACCTS RCVBL | 5 |
| MS10 | DISCOUNTS DUE | 5 |
| MS11 | REFUNDS DUE | 5 |
| MS13 | UNCLAIMED LOAN COLLATERAL | 5 |
| MS14 | PENSN/PROFIT SHR/IRA/KEOGH | 5 |
| MS15 | DISSOLUTN/LIQUIDATN PROP | 1 |
| MS16 | MISC OUTSTANDING CHECKS | 5 |
| MS17 | OTHER MISC INTANGIBLE PROP | 5 |
| MS18 | SUSPENSE LIABILITES | 5 |
| *MS99 | AGGREGATE MISC PROPERTY | 5 |
| | | |
| SC01 | DIVIDENDS | 3 |
| SC02 | INTEREST ON BONDS | 3 |
| SC03 | PRINCIPAL PAYMENTS | 3 |
| SC04 | EQUITY PAYMENTS | 3 |
| SC05 | PROFITS | 3 |
| SC06 | CASH EXCHANGE | 3 |
| SC07 | BEARER BOND INT/MATURE PRIN | 1 |
| SC08 | SHARES OF STOCK(RET BY P O) | 3 |
| SC09 | CASH FOR FRACTIONAL SHARES | 3 |
| SC10 | UNEXCH STOCK OF SUCCESSR CO | 3 |
| SC11 | ANY OTHER CERT OF OWNERSHIP | 3 |
| SC12 | UNDERLY SHARES/OUTSTAND CER | 3 |
| SC13 | FUNDS LIQUID/REDEMPTN STOCK | 3 |
| SC14 | DEBENTURES/BONDS/COUPONS | 3 |
| SC15 | GOVERNMENT SECURITIES | 1 |
| SC16 | MUTUAL FUND SHARES | 3 |
| SC17 | WARRANTS (RIGHTS) | 3 |
| SC18 | MAT PRINCIP ON REGIS BONDS | 3 |
| SC19 | DIVIDEND REINVESTMENT PLN | 3 |
| SC20 | CREDIT BALANCES | 3 |
| SC30 | DEMUTUALIZATION STOCK PROCEEDS | 3 |
| *SC99 | AGGREGATE SECURITIES REL | 3 |
| | | |
| SD01 | SAFE DEPOSIT BOX | 5 |
| SD02 | SAFEKEEPING ITEMS | 5 |
| SD03 | OTHER TANGIBLE PROPERTY | 5 |
| SD04 | UNCLAIMED LOAN COLLATERAL | 5 |
| | | |
| TR01 | PAYING AGENT ACCOUNTS | 5 |
| TR02 | UNDELIVERED/UNCASHED DIVID | 5 |
| TR03 | FUNDS HELD IN FIDUCIARY | 5 |
| TR04 | ESCROW ACCOUNTS | 5 |
| TR05 | TRUST VOUCHERS | 5 |
| *TR99 | AGGREGATE TRUST PROPERTY | 5 |
| | | |
| UT01 | UTILITY DEPOSIT | 1 |
| UT02 | MEMBERSHIP FEES | 5 |
| UT03 | REFUNDS OR REBATES | 1 |
| UT04 | CAPITAL CREDIT DISTRIB | 5 |
| *UT99 | AGGREGATE UTILITY PROPERTY | 5 |
| | | |
| ZZZZ | PROPERTIES NOT IDENTIFIED | 5 |

*Property codes for "unknown" owners only

National Dormancy Periods

| PROPERTY TYPE | AL | AK | AZ | AR | CA | CO | CT | DE | DC | FL | GA | HI | ID | IL | IN | IA | KS | KY | LA | ME | MD | MA | MI | MN | MS | MO | MT | NE | NV | NH | NJ | NY | NC | ND | OH | OK | OR | PA | PQ | PR | RI | SC | SD | TN | TX | UT | VT | VA | WA | WV | WI | WY | | | | | |
|-------------------------|----|-----|----|----|-----|----|-----|----|----|----|----|----|----|----|-----|----|-----|-----|----|----|-----|-----|----|-----|-----|----|----|----|----|-----|----|----|----|----|----|-----|----|----|----|----|----|-----|-----|----|----|----|-----|----|----|----|----|----|----|---|---|---|---|
| Savings | 3 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 5 | 5 | 5 | 3 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | | | | | |
| Checking | 3 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 5 | 5 | 3 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | | | | |
| Non-bank Money Orders | 5 | 7 | 7 | 7 | 7 | 7 | 7 | 5 | 7 | 7 | 7 | 7 | 7 | 5 | 7 | 3 | 7 | 7 | 3 | 7 | 7 | 3 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | | | | | |
| Certificates of Deposit | 3 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 7 | 5 | 5 | 5 | 3 | 5 | 5 | 5 | * | 3 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 3 | 5 | 5 | 10 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 6 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 3 | 7 | 5 | 5 | | | | |
| Official Bank Checks/MO | 3 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 5 | 3 | 3 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 7 | 3 | 5 | 7 | 5 | * | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | | | | | |
| Safe Deposit Boxes | 3 | 1 | 3 | 5 | 3 | 5 | 5 | 5 | 3 | 3 | 2 | 5 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 3 | 7 | 5 | 5 | NP | 5 | 5 | 5 | 5 | 5 | 5 | 3 | * | 5 | 5 | 3 | 2 | 3 | 5 | 2 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | | | | |
| Travelers Checks | 15 | 15 | 15 | 15 | 15 | 15 | * | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | | | | | |
| Life Ins Matured | 3 | 3 | 5 | 3 | 3 | 3 | * | 3 | 5 | 3 | 2 | 5 | 2 | 5 | 5 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 5 | 2 | 5 | 3 | 7 | 3 | 5 | 4 | 5 | 3 | 2 | 3 | 2 | 5 | | | | | | |
| Otherwise | 3 | 3 | 3 | 3 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 2 | 5 | 5 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 5 | 5 | 3 | 7 | 3 | 5 | 4 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | | | | | | |
| ALL | 3 | 3 | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 3 | 5 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 5 | 3 | 7 | 3 | 5 | 4 | 5 | 3 | NP | 3 | NP | 3 | NP | 5 | 5 | 5 | | | | | | |
| Casualty | 3 | 3 | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 5 | 3 | 7 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 5 | | | | | | |
| Demutualization | 2 | 2 | | 5 | * | | 3 | | | 2 | | | | 2 | 5 | 2 | 2 | 3 | | 2 | 3 | 2 | | | | | 2 | 2 | 2 | 2 | | | 2 | 3 | | 2 | 3 | | 2 | 3 | 2 | 5 | 3 | 1 | | 2 | 5 | | 5 | 3 | 5 | 3 | | | | | |
| Utility Deposits | 1 | 1 | 2 | 1 | 3 | * | 1 | 5 | 1 | 5 | 1 | 5 | 1 | 5 | 1 | 1 | 1 | 3 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | * | 3 | 5 | 1 | 1 | 2 | 3 | 1 | 3 | 1 | 2 | 1 | 1 | 2 | 1 | 1 | | | | |
| Utility Refunds | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 5 | 1 | 5 | 5 | 1 | 5 | 1 | 5 | 1 | 1 | 1 | 3 | 1 | 1 | 3 | 5 | 1 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 1 | * | 3 | 5 | A | 5 | 1 | 2 | 3 | 1 | 3 | * | 1 | 2 | 1 | 1 | | | | |
| Dividends | 3 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 3 | 5 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 3 | | | | |
| Securities | 3 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 7 | 5 | 5 | 3 | 3 | 5 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 3 | | | | |
| Debt (private bonds) | 3 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 3 | 3 | 5 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 3 | | | | |
| Debt (government bonds) | 3 | 1 | 3 | 1 | 3 | 5 | 3 | | | 1 | | | | | 2 | | 3 | | 3 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | 3 | | | | |
| Dissolution/Liquidation | 1 | 1 | 1 | 1 | A | 1 | 1 | 5 | * | A | 1 | * | * | 2 | 1 | 1 | 1 | 3 | 1 | 1 | 60d | 1 | 1 | A | 5 | 2 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 5 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | A | | | | |
| Fiduciaries | 3 | 3 | 5 | 5 | 3 | 7 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 5 | 3 | 3 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | | | |
| Wages | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 5 | 1 | 1 | 1 | 1 | 1 | 5 | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 3 | 1 | 1 | 1 | 5 | 5 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| State Courts/Agencies | 1 | 1 | 3 | 1 | 3 | 1 | 3 | 5 | 1 | 5 | 1 | 5 | 1 | 7 | 5 | 2 | 1 | 5 | 1 | 1 | 3 | 3 | 1 | 3 | 5 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 2 | 5 | NP | NA | * | 5 | 1 | 1 | 3 | 1 | 3 | 1 | 2 | 1 | 1 | 1 | | | |
| Federal Courts/Agencies | 1 | 1 | 3 | 1 | 3 | 1 | 3 | * | * | 1 | 5 | 1 | NP | * | 3 | 1 | 5 | 1 | 1 | * | NP | 1 | 3 | 5 | 3 | 1 | NP | 3 | 3 | * | 1 | 1 | 1 | 3 | 3 | 1 | 2 | 5 | NP | NA | * | 5 | 1 | 1 | 3 | 1 | 3 | 1 | 3 | 1 | 2 | ex | 1 | 1 | | | |
| Mineral Proceeds | 3 | 3 | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | ex | 2 | 3 | 3 | 3 | 5 | 3 | 5 | 5 | * | 3 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | | |
| All Other Property | 3 | 3 | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 3 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | | | | |
| IRA Keogh | 3 | 3 | 3 | 3 | 3 | 3 | * | 5 | 3 | 5 | 5 | * | 3 | 5 | 3 | 3 | 5 | 3 | 3 | 3 | 3 | 3 | 5 | 3 | 5 | 5 | * | 5 | 3 | 5 | * | 3 | 3 | 3 | 3 | 3 | * | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | | | | |
| Gift Certificate | * | 3 | ex | ex | * | 5 | ex | 5 | NP | 5 | * | * | * | ex | 3 | ex | 3 | 3 | * | ex | * | 5 | * | 5 | 5 | %5 | 3 | * | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Credit Memos | 1 | 3 | 5 | 3 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 3 | 3 | 3 | 3 | 3 | 5 | 3 | 5 | 5 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | | |
| Vendor-Vendor Pymts | 3 | 3 | * | 5 | 3 | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | * | * | 3 | *ex | * | 5 | 3 | ex | 5 | 3 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | |
| Aggregate Amount | 50 | 100 | 50 | 50 | <50 | 25 | 50* | 50 | 50 | 50 | 50 | 50 | NP | 25 | 50* | 50 | 100 | 100 | 50 | 50 | 100 | 100 | 50 | 100 | 100 | 50 | 50 | 25 | 50 | <50 | 50 | 50 | 50 | 50 | 50 | <50 | 50 | 50 | <1 | 50 | 50 | <50 | <50 | 50 | 25 | 25 | 100 | 50 | 50 | 50 | 50 | 50 | 50 | | | | |
| MONTH REPORT DUE: | | | | | | | | | </ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Reciprocal States

Y = Yes N = No NP = No Provision Ex=Exempt A = 6 months * = Refer to State law for specific information ** = All insurance corporations R = Yes, if state requests
% = if redeemable in merchandise only, report 60% of face value **IMPORTANT!** This matrix is only a guide. Holders should refer to each state's law when reporting unclaimed property through an agent state.

Holder Verification Report

Instructions

FORM ON PAGE 10

The **Holder Verification Report** must be completed by all Holders reporting unclaimed property. Please note that financial institutions, life insurance companies and utilities are required to file reports whether or not they have any unclaimed property to report (negative report). **If the report is being submitted on CD-ROM or through e-mail transmission, you are still required to complete this document and file it with your remittance.**

- A** Enter the complete name and mailing address of the Holder.
- B** Enter your Federal Employer Identification Number.
- C** Enter the name and telephone number of the person(s) most familiar with the details of the report.
- D** Indicate whether the Holder filed an Unclaimed Property Report in 2009.
- E** If applicable, enter state of incorporation and date of incorporation.
- F** Enter the total number of safe deposit boxes being remitted during this reporting period.
- G** Enter the total number of securities being remitted.
- H** Enter the total value of money being remitted.
- J** **Verification:** Complete the Verification section at the bottom of the **Holder Verification Report**. This section must include the notarized signature of the Holder's designated representative responsible for the contents of the report.

NOTE: Please ensure that you complete and return a "Holder Verification Page" with your ACH payment or check via U.S. mail or overnight courier.

State of Wisconsin Holder Verification Report – 2010

OFFICE OF THE STATE TREASURER

Mail to: Unclaimed Property Unit, Office of the State Treasurer, PO Box 2114, Madison WI 53701-2114

| | | | | |
|----------|----------------|----------|---|-----------------------|
| A | Holder Name | C | Contact Person (PERSON MOST FAMILIAR WITH THE DETAILS OF THE REPORT) | |
| | Holder Address | | Phone | |
| | | | e-mail | |
| | City State Zip | | | |
| B | Holder FEIN # | D | Did you file an Unclaimed Property Report with Wisconsin in 2009? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| | | E | State of Incorporation | Date of Incorporation |

SUMMARY OF REPORTED PROPERTY

F Total number of safe deposit boxes ☐ YES ☐ NO# _____
(INVENTORY CONTENTS ON SAFE DEPOSIT BOX INVENTORY FORM.
DELIVER SAFE DEPOSIT BOX CONTENTS TO STATE TREASURY AFTER FEBRUARY 1, 2011)

G Total number of unclaimed securities (stocks or mutual funds)
(LIST ACCOUNTS ON UNCLAIMED SECURITIES REPORT FORM)

H Total value of money remitted\$ _____
☐ CHECK PAYABLE TO WISCONSIN STATE TREASURY ATTACHED ☐ ACH TRANSFER DATE _____

I **Method of reporting:**
☐ Diskette or CD ☐ e-mail ☐ Paper
☐ ATTACHED ☐ DATE E-MAILED _____
☐ MAILED SEPARATE

☐ Check if filing a Negative Report (FINANCIAL INSTITUTIONS, UTILITIES, LIFE INSURANCE COMPANIES ONLY)

VERIFICATION

J State of _____ County of _____

I, _____, state that I have prepared or have caused to be prepared, and have examined this report as to property presumed abandoned under Chapter 177, Wis. Stats. I am duly authorized to execute this report on behalf of the Holder and by law. To the best of my knowledge and belief, said report is true, correct and complete.

Signature _____ Title _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20 _____

Name of Notary Public _____ State _____ Commission Exp. Date _____

FOR OFFICE USE ONLY

Date Received _____ Amount Received _____ Check # _____ Cert # _____
Share(s) Amount _____ Employee Initials _____

Unclaimed Property Report – Currency Instructions

FORM ON PAGE 12

THE **Unclaimed Property Report – Currency** FORM MAY ONLY BE USED WHEN REPORTING **10 PROPERTIES OR LESS**. REPORTS CONTAINING OVER 10 PROPERTIES MUST BE FILED USING THE UPEXCHANGE SOFTWARE AND SUBMITTED TO THIS OFFICE ON CD-ROM OR VIA E-MAIL ATTACHMENT.

Use this form to report all monetary items from abandoned bank savings and checking accounts, uncashed payroll checks, unused travelers checks, utility refunds, insurance claim payments, etc. Dividends from unclaimed securities and proceeds from the sale of fractional shares should also be reported on this form.

- | | |
|---|--|
| A Enter the Holder's complete name. | H Property Code (see page 7 for the NAUPA Property Code table). |
| B Enter the Holder's Federal Employer Identification Number. | I Date of last activity, such as the last date of a deposit or withdrawal from a bank account, or date of last correspondence with Holder regarding the property. |
| C Enter the year of the current reporting period. | J Account, policy or certificate number associated with the property being reported. |
| Enter the following Owner information: | |
| D Last name, first name, and middle initial. | K Draft/check number, if applicable. |
| E Last known address (even if known to be incorrect). | L Amount remitted for each property. |
| F Birthdate. | M Subtotal amount for each page. |
| G Social Security Number or Federal Employer Identification Number (omit hyphens). | N Enter the total amount of currency reported (last page only). |

NOTE: Holders are encouraged to add the names and identifying information for all property owners, regardless of value, and to not combine all these properties and report as "aggregate". Use of the "aggregate" property codes should be limited to those instances where the owner is unknown and the value of each property is less than \$50.

12

Mail to: Unclaimed Property Unit, Office of the State Treasurer, PO Box 2114, Madison WI 53701-2114

| D | E | F | G | H | I | J | K | L |
|---|--|-----------|--|------------------|-----------------------|--|-------------------|--------------------|
| Owner Name (Last, First, Middle Initial) | Last Known Address (Street, City, State, Zip) | Birthdate | Social Security or Federal Tax ID Number | Property Code | Last Activity Date | Account # Certificate # Policy # | Draft/ Check # | Amount Remitted |
| | | | | | | | | |

A computer printout with the above-noted information is acceptable for reports of 10 properties or less.

M TOTAL remitted for this page

N Report TOTAL (last page only)

Report of Unclaimed Securities Instructions

The following types of abandoned securities are to be reported. This list may not be inclusive of all types of securities that are subject to the unclaimed property law.:

- Common Stock
- Preferred Stock
- Bonds/Debentures
- Dividend Reinvestment Plans (DRPs)
- Stock Warrants
- Restricted Stock
- Mutual Funds
- Partnership Units
- Any other security-type property that has been abandoned

Cash properties related to securities, i.e. cash dividends, cash in lieu, should be reported on the **Unclaimed Property Report – Currency** on page 12.

| DELIVERY INSTRUCTIONS | | |
|--|---|--|
| PHYSICAL CERTIFICATES <ul style="list-style-type: none"> • REGISTER AS “CHEDDAR & CO” FEIN# 90-0086085 • Mail certificates and Report of Unclaimed Securities to: BNY Mellon Securities Trust Co Attn Mike Visone 1 Wall St Receive Window C 3rd FL New York NY 10005-2500 • Attach a copy of Report of Unclaimed Securities to Holder Verification Report and mail to Wisconsin Unclaimed Property Unit. | MUTUAL FUNDS <ul style="list-style-type: none"> • REGISTER ACCOUNT AS: “MAC & CO” Mutual Fund Operations PO Box 3198 Pittsburgh, PA 15230-3198 Acct #AUZF0366702 FEIN 25-1536944 | DEPOSITORY TRUST AND CLEARING CORP (DTC) <ul style="list-style-type: none"> • Notify Wisconsin’s stock custodian ACS Unclaimed Property Clearinghouse Inc of proposed delivery at least <u>48 hours</u> in advance. • Fax a copy of Report of Unclaimed Securities to Wisconsin ACS account manager at (617) 722-9660. • All security delivery instructions must contain the following State of Wisconsin account identification numbers: DTC# 0954, Agent Bank# 26017, ACCT# AUZF0366702, Re: CHEDDAR & CO • Provide the Wisconsin Unclaimed Property Unit with a copy of the Report of Unclaimed Securities report via US Postal Service or facsimile at (608) 261-6799. |

NOTE:

1) SECURITIES NOT REGISTERED AS CHEDDAR & CO WILL BE RETURNED TO THE HOLDER.

2) WORTHLESS/NONTRANSFERABLE SECURITIES: Do not report worthless or nontransferable securities to this office or our securities custodian. If these securities become transferable or gain value in the future, report and remit the shares to our office at that time. You will not be penalized for late reporting in these situations.

3) DIVIDEND REINVESTMENT PLANS (DRPs): Report whole shares and cash for fractional shares.

Unclaimed Safe Deposit Box Identification Form Instructions

FORM ON PAGE 15

How to Report: The [Unclaimed Safe Deposit Box Identification Form](#) is only used to identify the owner of safe deposit box. Please complete the form and attach to corresponding property and inventory prior to delivery to the State Treasury. The name and address of each owner should also be included in the [Holder Verification Report](#) due on November 1 of each year.

When to Remit: Safe deposit box items should be delivered to the Unclaimed Property office during the period of February 1 – 15, 2011. All currency must be sent intact (DO NOT deposit and issue a bank check for currency amount).

Please type or print the following information on the [Unclaimed Safe Deposit Box Identification Form](#):

- A Holder Name:** Enter the Holder's name as it appears on the [Holder Verification Report](#).
- B Tax ID Number:** Enter the Holder's Federal Employers Identification Number.
- C Report Year:** Enter the year in which the report is being filed.
- D Safe Deposit Box Number:** Enter the Safe Deposit Box Number as indicated in Holder's records.
- E Owner Information:** Enter the full name of each owner of the safe deposit box. NOTE: If a safe deposit box has two owners, the names of both owners must be identified as well as the manner of ownership (i.e., "and," "or," "trustee for").
- F Owner Address:** Enter the last known address of the owner(s) of the safe deposit box.
- G Date of Abandonment:** Enter the date the rental period expired on the safe deposit box.
- H Location of Safe Deposit Box:** Enter the name and address of the branch where the safe deposit box was located.
- I Holder Fees:** Enter the drilling fee, unpaid rent and any other fee owed to the Holder. DO NOT deduct any of these fees from cash found in the safe deposit box.

NOTE: Any packages containing weapons MUST be clearly marked.

Unclaimed Safe Deposit Box Identification Form

STATE OF WISCONSIN • OFFICE OF THE STATE TREASURER

Mail to: Unclaimed Property Unit, Office of the State Treasurer, PO Box 2114, Madison WI 53701-2114

| | |
|-------------------------|-----------------------------------|
| A Holder Name: | C Report Year: |
| B Tax ID Number: | D Safe Deposit Box Number: |

| | | |
|----------------------------------|-------------------|----------|
| E Owner(s) Information | | |
| LAST NAME | LAST NAME | |
| FIRST NAME | MIDDLE | MIDDLE |
| SOCIAL SECURITY # | SOCIAL SECURITY # | |
| F Owner's Mailing Address | | |
| STREET OR PO BOX | | |
| CITY | STATE | ZIP CODE |
| G Date of Abandonment | | |
| MONTH, DAY, YEAR | | |

| | | |
|---|--------|----------|
| H Branch Where Property Was Held | | |
| BRANCH NAME | | |
| STREET OR PO BOX | | |
| CITY | STATE | ZIP CODE |
| I Amount Due Holder | | |
| TYPE | AMOUNT | |
| Drilling | \$ | |
| Unpaid Rent..... | \$ | |
| Other | \$ | |
| TOTAL \$ | | |

CHECKLIST TO REPORT SAFE DEPOSIT BOX CONTENTS

1. Official bank inventory in contents envelope.
2. Unclaimed Safe Deposit Box Identification Form completed and attached to OUTSIDE of contents envelope.
3. Deliver to State Treasury during the period of February 1–15, 2011.

GLOSSARY OF TERMS

Abandoned or Unclaimed Property

Tangible (safe deposit box contents) or intangible property that is unclaimed by its rightful owner after a specified period of time. This does not include real estate.

Abandonment Period

The period of inactivity (usually 1 to 5 years) after which property is considered abandoned. (See Dormancy Period Table on page 7.)

Activity

Action taken on property by the owner including making a deposit or a withdrawal, negotiating a check, or a documented communication by the owner to the Holder.

Aggregate Amount

The amount below which the Holder need not perform due diligence and attempt to contact the owner prior to reporting funds as unclaimed property. The aggregate amount in Wisconsin is \$50.

Custodian

An individual or entity that holds property until it is delivered to the rightful owner. Most states' laws make the state the "custodian" of abandoned property.

Date of Last Activity

The date of the owner's last activity related to the property or the owner's contact with the Holder.

Due Diligence

The statutorily required degree of effort a Holder of abandoned property must use to find the rightful owner of property before the property is remitted to the State.

Holder

Any business, individual, government body, or other entity in possession or control of property belonging to another party until transfer to the State Treasury as unclaimed property.

Indemnification

An agreement that protects the Holder from loss by transferring the legal responsibilities to a third party, such as the state.

Official Check

A check or written instrument for which a bank, financial organization, or business association is directly liable; including, but not limited to, drafts, money orders, traveler's checks, cashier's checks, and expense checks.

Owner

A person having a legal or equitable claim to the abandoned property.

Person

Any individual, business association, government or public subdivision, public corporation or authority, estate, trust, two or more persons having a joint or common interest, or any other legal or commercial entity.

Report

A list of owners and the value of their unclaimed properties that is filed with the State Treasurer on an annual basis.

Tangible Personal Property

Physical property, such as a diamond ring or a silver coin, that is typically kept in safe deposit boxes.

Underlying Shares

Shares of stock that have been issued by a business association or a financial institution. The original certificates for the shares are in the possession of the shareholders, who have failed to either cash the dividend checks or correspond with the issuing corporation.

Checklist

- ☐ Have you completed the Owner Notification (due diligence) activities?
- ☐ Have you filed your report electronically to OSTWIHOLDERREPORTS@WI.GOV or completed the [Unclaimed Property Report – Currency](#) Form?
- ☐ Have you signed the [Holder Verification Report](#) in the presence of a notary public?
- ☐ Have you sent the remittance wire by ACH or check, payable to the [Wisconsin State Treasury](#), along with your reporting forms?
- ☐ Have you faxed a summary of the [Report of Unclaimed Securities](#) form to Wisconsin's account representative at ACS?
- ☐ Have you mailed the original securities certificates and/or statements to BNY-Mellon Securities Trust Company in Wisconsin's nominee name, [CHEDDAR & CO](#) (stock) or [MAC & CO](#) (mutual funds)?

To Request an Extension

Mail or fax a written request to the Unclaimed Property Administrator at least 30 days prior to November 1 stating:

- Reason(s) for request
- Estimated filing date
- Names of all entities covered by the request

Need Assistance?

Contact:

Mary Celentani, Administrator, 608-267-2208
Shannon Churchill, Holder Reporting, 608-264-6997
Sarah Vance, Safekeeping/Securities, 608-266-2673

| | |
|--|--|
| Office of State Treasurer Unclaimed Property Unit PO Box 2114 Madison WI 53701-2114 | Office of State Treasurer Unclaimed Property Unit 1 S. Pinckney St Suite 360 Madison WI 53703 |
|--|--|

Unclaimed Property Unit

phone: (608) 267-7977

fax: (608) 261-6799

e-mail: ostunclaimedproperty@wi.gov